

**ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL**

**TRAINING AND EXPERIENCE SUPPLEMENT**

**For**

**PROCUREMENT SPECIALIST**

**Selection Process ID#:**

**6721/--/0704.E1**

**LAST FOUR DIGITS OF SECURITY NUMBER\_\_\_\_\_**

**JULY 2004**

**PROCUREMENT SPECIALIST**

**SUPPLEMENT TO APPLICATION**

**DIRECTIONS**

**This supplement, along with your application, will be used to determine your eligibility for the classification of Procurement Specialist. Your written responses to these questions will be reviewed to evaluate your experience and your ability to present information in a logical and easily understood manner. Only those candidates with the most job-related backgrounds, education and experience will be invited to continue in the selection process.**

**PLEASE TYPE OR PRINT YOUR RESPONSE TO EACH QUESTION. YOU MAY ATTACH ADDITIONAL PAGES TO THIS SUPPLEMENT. CLEARLY IDENTIFY THE QUESTION YOU ARE ANSWERING.**

Use this page to list your employers and experience in the procurement field. List your current or most recent employer as Employer #1. If you need additional room these pages may be duplicated.

NAME AND ADDRESS OF EMPLOYER	TITLE OF POSITION	DATES OF PROCUREMENT EXPERIENCE FROM (MM/YY) TO (MM/YY)	TYPE(S) OF PROCUREMENT (COMMODITIES, PROFESSIONAL SVCS, ETC.)	TOTAL NUMBER OF EMPLOYEES FOR WHICH YOU PROVIDED SERVICES	LEVEL OF PROCUREMENT AUTHORITY, IF ANY
1.					
2.					
3.					

**1. Describe in detail your assigned work responsibilities relating to:**

- purchasing of goods or services utilizing small dollar methods (e.g., telephone quotes, etc.)
- level of interaction with internal and external customers

**List your current or most recent employer as Employer #1.**

**Employer #1:**

**Small Dollar Experience: From: Month\_\_\_\_\_Year\_\_\_\_\_ To: Month\_\_\_\_\_ Year\_\_\_\_\_**

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Employer #2:**

**Small Dollar Experience: From: Month\_\_\_\_\_Year\_\_\_\_\_ To: Month\_\_\_\_\_ Year\_\_\_\_\_**

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**Employer #3:**

**Small Dollar Experience: From: Month\_\_\_\_\_Year\_\_\_\_\_ To: Month\_\_\_\_\_ Year\_\_\_\_\_**

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**2. Describe in detail your assigned work responsibilities relating to:**

- **purchasing of goods or services utilizing large dollar methods (e.g., written bids, contracts, proposals, etc.)**
- **knowledge and/or experience in the preparation of bid specifications**
- **level of interaction with internal and external customers**
- **drafting of procurement related correspondence**

**List your current or most recent employer as Employer #1.**

**Employer #1:**

**Large Dollar Experience: From: Month\_\_\_\_\_Year\_\_\_\_\_ To: Month\_\_\_\_\_ Year\_\_\_\_\_**

[illegible]

### Employer #2:

**Large Dollar Experience: From: Month\_\_\_\_\_Year\_\_\_\_\_ To: Month\_\_\_\_\_ Year\_\_\_\_\_**

[illegible]

### Employer #3:

**Large Dollar Experience: From: Month\_\_\_\_\_Year\_\_\_\_\_ To: Month\_\_\_\_\_ Year\_\_\_\_\_**

[illegible]

3. Place an “X” in the appropriate space below to document the type, if any, of purchasing certification(s) you possess. Attach a copy of the certification(s) and indicate the year in which it was obtained.

\_\_\_\_\_ NIGP  
\_\_\_\_\_ NASPO  
\_\_\_\_\_ ISM (NAPM)  
\_\_\_\_\_ Other (specify)  
\_\_\_\_\_

4. Place an “X” in the appropriate space(s) below to document your familiarity with the following types of software programs. Use the space provided to identify the specific version(s) you are familiar with and your level of expertise (beginning, intermediate, or advanced) with each software.

_____ Word	_____ Excel	_____ Other word processing software (specify)
_____ WordPerfect	_____ Lotus	_____ Other spreadsheet software (specify)

5. Place an “X” in the appropriate space below to document the number, if any, of purchasing related classes or seminars you have attended within the last five years. Use the space provided to identify the names and dates of the classes or seminars you attended, and attach a copy of the certificate of attendance (if available).

\_\_\_\_\_ 1-3 classes/seminars \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 4-7 classes/seminars \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 8-12 classes/seminars \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 13+ classes/seminars \_\_\_\_\_  
\_\_\_\_\_

### **CERTIFICATE OF APPLICANT VERIFICATION**

**I certify that all answers on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected and my name removed from consideration or my employment with the Department of Public Safety terminated.**

**Signature**\_\_\_\_\_ **Date**\_\_\_\_\_